



COMMONWEALTH of VIRGINIA

Department of Health

Office of Emergency Medical Services

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November 14, 2008

Re: Audit of "Four for Life" Funds
RSAF grantees and Return to Localities

Dear Grantees and County/City Administrators:

The Office of Emergency Medical Services (OEMS) has entered into a contract with Clifton Gunderson to conduct audits of Rescue Squad Assistance Fund grants, local governments on their use of Return to Locality funds and, the Regional EMS Councils. OEMS provides more than \$17.8 million annually to these organizations. Recommendations from Joint Legislative Audit and Review Committee and best business practice necessitates that OEMS ensure funds are being utilized for its intended purpose. OEMS does not have the professional staff necessary to conduct audits and a risk assessment/evaluation of internal controls. Therefore, this office sought Request for Proposals (RFP) from professional audit services and through competitive negotiations Clifton Gunderson was awarded a 3 year contract.

This is to advise you that Clifton Gunderson may be contacting you and requesting information and supporting documentation as part of the audit of these program funds. If you have any questions concerning these audits you may contact Dennis Molnar, OEMS Business Manager by email at dennis.molnar@vdh.virginia.gov or by phone, 804-864-7601.